**RISK ANALYSIS AND MANAGEMENT SYSTEM**

**ACTIVITY: Mini-Quest, Super-Quest & Covenant Adventure Games**

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| **Analysis** | | **Description** | | | | |
| **UNDESIRED EVENT(S)**  **Accident, injury, other forms of damage** | **Pre-activity**  Accident on way to activity  Late start to activity  Stolen property  Leaving equipment behind | | | **During activity**  Party member lost or whole party lost  Injury from equipment failure  Injury from tripping or falling  Medical emergency  Psychological distress  Damage to equipment Drowning  Overdue Damage to environment Party fatigue Severe cold or hypothermia | | |
|  | **People** | | **Equipment** | | | **Environment** |
| **CAUSAL**  **FACTORS** | **Pre-activity**  Unskilled driver  Overseas drivers  Lack of adequate planning  **During activity**  Unfit people in the group  Peer pressure  Poor communication  Pre-existing medical condition  Poor understanding of activity  Untrained staff  Poor risk management practise  Lack of site knowledge | | **Pre-activity**  Poor vehicle maintenance  Wrong equipment for activity  No equipment check sheet  **During activity**  Unsuitable group equipment  Poorly maintained equipment  Lack of emergency equipment  Lack of food | | | **Pre-activity**  Busy rural roads  Multiple hazards on road  Wet or hazardous road conditions  **During activity**  Slippery surfaces  Loose rocks  Cold weather  Wet  Heavy rainfall  Deep water |
|  | **Normal Operations** | | | | | |
| **RISK**  **MANAGEMENT STRATEGIES** | **Pre-activity**  Guides to have correct license for vehicle they are using  Drive defensively  Plan appropriate trip for the group  Obtain group information beforehand  **During activity**  Experienced staff with site training  Analysis of accidents and incidents for staff training and site management  Disclose the activity risk  Active management of group safety during activity | | **Pre-activity**  Ensure vehicle maintenance is done and vehicle is checked before use  Pack correct equipment for activity  Ensure 1st aid kit in vehicle  Equipment cleaned and serviced before trips  Equipment logged after trips  **During activity**  Carry 1st aid kit at all times  Clients issued with any specialised clothing or equipment required for the cave  Checks of equipment during use | | **Pre-activity**  Drive for the conditions at the time, slow down in the wet  Check weather before using cave  **During activity**  Choose safest route  Protect areas of high risk from damage  Protect clients if exposed to any areas of high risk | |
|  | **Emergency** | | | | | |
|  | 1st aid kit available on all trips  Communication with base via cell phone or landline  Hot drink and food available on all trips | | | | | |

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| **RELEVANT INDUSTRY STANDARDS APPLICABLE** | Land Transport Safety Authority vehicle licensing regulations  Land Transport Safety Authority driver regulations  Occupational Safety and Health Act  NZ Outdoor Instructors Association cave syllabus  NZ Speleological Association caver guidelines  Black Water Rafting staff training manual  NZ Qualification Authority unit standards |
| **POLICIES & GUIDELINES RECOMMENDED** | All staff to have current 1st aid certificates  All clients/students to fill out medical form before partaking in activity  Appropriate ratios for group management  Cancel trips when there is a defined risk of flooding or the water is over specific operating levels during bad weather |
| **SKILLS REQUIRED BY STAFF** | Good group management and facilitation skills  Risk and crisis management skills  Site specific training  Knowledge of company policy and procedure  Site specific rescue procedures  Good level of fitness |
| **TRIP SPECIFIC RISK MANAGEMENT REQUIREMENTS** | Ratio 1 guide:12 clients  Limit of 12 clients per trip  Sturdy footwear required  Thermal top and raincoat required in cold and wet weather  Sunblock  Deep water on Mini-Quest and Super-Quest |
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